

Creating shortcuts to documents







Procedure

1. Start the transaction using the menu path or transaction code.

Creating shortcuts to documents

Go directly to:

InfoView

-  [Document List](#)
-  [My Favorites](#)
-  [My Inbox](#)
-  [My Preferences](#)
-  [Information OnDemand Services](#)
-  [Help](#)

2. Click **Document List**.
3. Click the **Feature Examples** tree item.

A shortcut points to the original document. This means you access the document as it changes, as opposed to having a copy of the document, which will become outdated over time if the original document is modified.

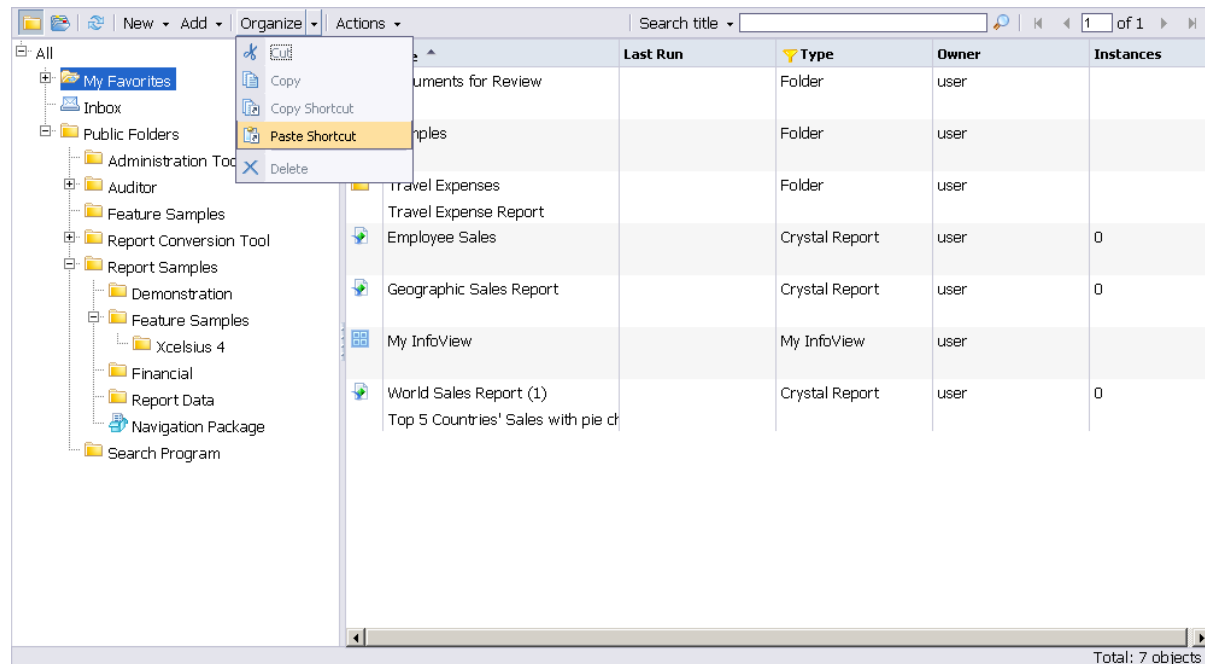
In this example, you will create a shortcut for one corporate Crystal Report document, so that you can access it from your Favorites folder.

4. Click the **Drilldown** Report object.
5. Click **Organize**.

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6. Click **Copy Shortcuts**.
7. Click the **My Favorites** tree item.
8. Click **Organize**.

Listing



9. Click **Paste Shortcut**.

The shortcut appears in the Workspace Panel of your Favorites folder.

When you click the title of each shortcut, you will be opening the original document from its source location, which in this case is the Feature Examples folder.

Press **[Enter]** to continue.